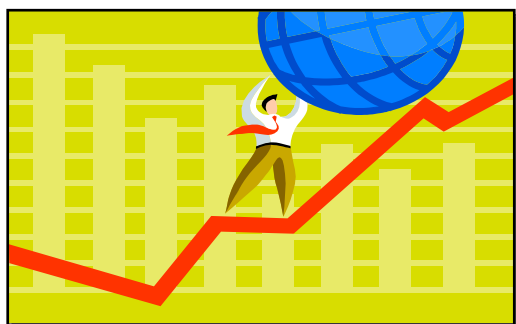


# Small Business News

<< SPRING 2006, ISSUE VII <[WWW.GSA.GOV/R2SmallBusiness](http://WWW.GSA.GOV/R2SmallBusiness)>>



## ***U.S. General Services Administration Northeast and Caribbean Region Small Business Utilization Center***

We help Federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services and management solutions.

### Highlights Inside:

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#### **For Further Assistance Contact:**

*Small Business  
Utilization Center*  
Tel. 212-264-1234  
Fax. 212-264-2760  
Email. [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov)

GSA's Small Business Utilization Center is the first point of contact for information on how to do business, or how to obtain a contract with the federal government. The Center's small business assistance team is dedicated to identifying bidding opportunities and contracting vehicles for small businesses. We also provide resources, counseling, and information on government procurement.

The Northeast and Caribbean Region SBUC serves small businesses in New York, northern New Jersey, Puerto Rico, and the U.S. Virgin Islands. To help the Region meet its socio- economic contracting goals, the Center is especially interested in locating small, small disadvantage, women-owned small, HUBZone small, veteran-owned small and service-disabled veteran owned small businesses interested in competing for federal government contracts.

# OFFERING THE TRAINING YOU NEED TO DO BUSINESS WITH THE GOVERNMENT

GSA offers comprehensive training for vendors who want to learn how to do business with the government, as well as, current contractors, both at GSA sponsored events, and on GSA's website. ([www.gsa.gov](http://www.gsa.gov))

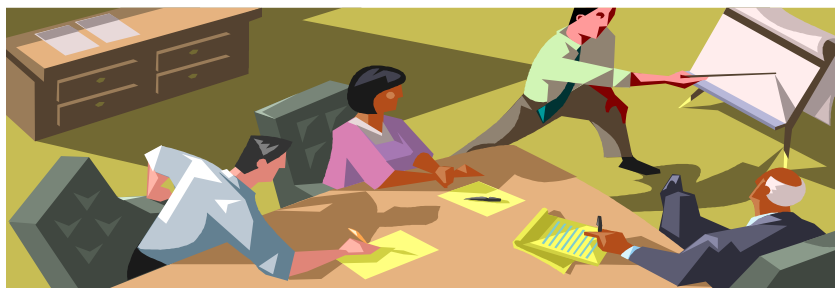
([www.fsstraining.gsa.gov](http://www.fsstraining.gsa.gov))

The FSS Center for Acquisition Excellence offers free training 24 hours a day, 7 days a week, to provide customer agencies and vendors with online training, including extensive GSA Schedule information.

In addition, the **GSA Multiple Award Schedules Program and Marketing Strategies Training Guide for Small Business** ([www.gsa.gov](http://www.gsa.gov), search training), offers step-by-step guidance on the process of obtaining and marketing a contract under the Multiple Award Schedules (MAS) program.

The Defense Acquisition University (DAU) has training courses tailored to industry partners and the Acquisition, Technology, and Logistics (ATL) Workforce. The course meet learners' need in any AT&L discipline. [www.dau.mil/workforce](http://www.dau.mil/workforce).

In Addition, the Small Business Administration's e-learning course, "**Steps to Accessing Contracts and Subcontracts**," is available to all 8(a), Small Disadvantage Businesses, HUBZone, Veteran-Owned (VOSB) and Service Disabled Veteran-Owned Small Businesses (SDVOSB). [www.sba.gov/gcbd/accessing\\_contracts](http://www.sba.gov/gcbd/accessing_contracts).



The following courses will also be available at GSA EXPO 2006 ([expo.gsa.gov](http://expo.gsa.gov)), which will be held in San Antonio, Texas from May 15 through 18, 2006.

**Marketing Strategies and Techniques for Small Businesses**

**Steps for Success: Be a Successful Contractor**

**Submitting Electronic Offers and Modification**

**GSA e-Buy for Vendors**

# www.gsa.gov/r2smallbusiness

The Small Business Utilization Center's portal provides a full range of services and information to clients and suppliers who are located &/or operate within the region's geographical area. This snapshot provides insight into many options available through our webpage.

**Northeast & Caribbean (2)**  
[Home](#) > [About GSA](#) > [Regions](#) > [Northeast & Caribbean \(2\)](#) > [Small Business Assistance](#)

**Office of Small Business Utilization**



Small Business Utilization Center  
Jacob K. Javits Federal Building  
26 Federal Plaza, Room 18-110  
New York, NY 10278  
(212) 264-1234  
[R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov)

GSA's Northeast and Caribbean Region's Small Business Utilization Center (SBUC) mission is to promote increased access to GSA's national procurement opportunities. The SBUC serves as the regional liaison and first point of contact for business in New York, Northern New Jersey, Puerto Rico, and the U.S. Virgin Islands. As the regional advocate for small businesses, the SBUC's goal is to provide information about various government contracts and procurement opportunities.

**CONTACTS**  
**Office of Small Business Utilization**  
(212) 264-1234  
Fax (212) 264-2760  
[r2.sbuc@gsa.gov](mailto:r2.sbuc@gsa.gov)

- [View Contact Details](#)

**ACQUISITION SOLUTIONS**

- [For Vendors - Getting on Schedule](#)

**e-TOOLS**

- [FedBizOpps](#)
- [Schedules e-Library](#)
- [e-Buy](#)
- [eOffer/eMod](#)
- [Federal Procurement Data Center](#)
- [GSA Advantage!](#)
- [Vendor Support Center](#)

**GSA EVENTS**

- [How to Obtain a Federal Supply Schedule Contract](#)
- [Northeast & Caribbean Events](#)
- [OSBU National Calendar of Events](#)
- [Small Business Exhibition Fair - NYC April 27 2006](#)

**REFERENCE**

- [Freedom of Information Act \(FOIA\)](#)

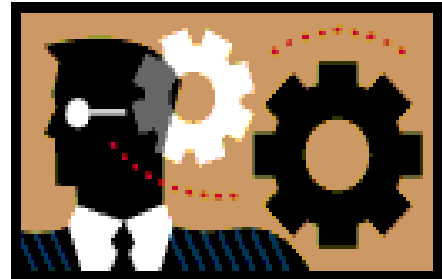
**Navigation Menu:**

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- News & Notices
- About Region 2



## Small Business Assistance

1. **Frequently Asked Questions**
2. **Directions to our events**
3. **Small Business Newsletters**
4. **Small Business Publications**



**a. GSA MAS Program & Marketing Training Guide for Small Business**

This 54 page brochure incorporates suggestions from small business owners, as well as, the answers to many questions addressed by our experts in Washington and around the nation. It is hoped that the step-by-step guidance will help small businesses understand the process of obtaining and marketing a contract under the GSA MAS program.

**b. Doing Business with GSA (English and Spanish versions available)**

As a first step, we recommend you read and understand this publication. It will introduce you to doing business with GSA. In this publication, you will learn about the Office of Small Business Utilization (OSBU), the SBUC and more. Additionally, you will be provided with some strategies for contracting with the Federal Government, procedures for obtaining a GSA Schedule Contract, and successful marketing tools. Finally, the publication contains contact numbers and websites, a glossary of terms, and a section of frequently asked questions.

**c. Region 2 Procurement Directory**

To assist your marketing strategy to federal agencies in the Northeastern and Caribbean Region (New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands), the procurement directory contains the names and address of Federal, State, and City agencies, and branches of the Armed Services where purchasing is done or relevant purchasing information is available.

**5. Small Business Resources**

- a. How to Obtain a FSS Schedule Contract
- b. 10 Step Summary FSS Checklist
- c. Federal Supply Schedule Listing
- d. Federal Supply Schedule Marketing Strategies





## E-Tools

- **FedBizOpps**

The single government point-of-entry for federal government procurement opportunities over \$25,000.

- **Schedules e-Library**

Provides information on which suppliers have a contract and what products/services are available.

- **e-Buy**

Request for Quotation (RFQ) tool designed to facilitate a wide range of commercial supplies and services.

- **e-Offer/e-Mod**

A web based application that allows vendors to prepare and submit their GSA Schedule offers/Schedule contract modifications electronically.

- **Federal Procurement Data System**

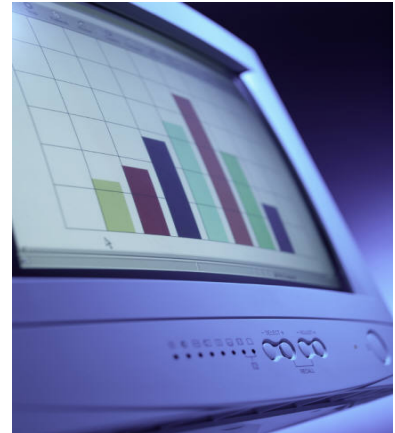
The FPDS is the central repository of detailed statistical information on federal contracting over \$25,000 and a summary of data procurements less than \$25,000.

- **GSA Advantage**

Online shopping and ordering system that provides access to thousands of contractors and millions of supplies and services.

- **Vendor Support System**

The VSC is the online source for vendors to obtain information, review and report sales 24 hours a day, 7 days a week.



## GSA EVENTS

- **How to Obtain a Federal Supply Schedule Contract**

This link will take you to the registration page for our monthly workshop. This in-depth workshop covers the process of getting on the Federal Supply Schedule. A list of frequently asked questions will provide you with additional information.

- **Northeast and Caribbean Events**

A listing of all upcoming events and training in NY, NJ, PR and VI.

- **Small Business Exhibition Fair in NYC – April 27, 2006**

This link takes you to our registration page for the Small Business Exhibition Fair. Approximately fifteen (15) governmental agencies will be participating in this event.





# Service Disabled Veteran- Owned Small Business Briefing

## **Building on Success**

The SDVOSB Initiative has started a second season of vendor focused meetings with the objective of introducing GSA personnel to the capabilities of SDVOSB firms. Last season the briefings were instrumental in achieving a \$1.2 Million dollar award for one of our SDVOSB presenters to build out the kitchen and serving area of the new Brooklyn Courthouse.

These meetings are primarily directed towards GSA associates in construction related occupations, but are open to other GSA associates as some of our vendors are multifaceted in the services they perform. At each meeting, three to four SDVOSB construction contractors present informative briefings showing examples of construction projects they have completed and highlight their capabilities to perform future work for GSA. The meetings are scheduled at the following locations starting at 9:30am and concluding at approx. 11:30am.

March 2	Manhattan	26 Federal Plaza, Room 1602
March 14	Newark	970 Broad St, Room 204
March 23	Syracuse	100 South Clinton St, Room 541
March 29	Manhattan	26 Federal Plaza, Room 1630

For additional information, or if you would like to participate in one of our upcoming events, please contact either Kerry Blette at 212-264-3363 or Jennifer Heno at 212-264-9150.



Northeast and Caribbean Region

# Small Business Exhibition Fair

**Thursday, April 27, 2006**

**9:00am – 1:00pm**

**26 Federal Plaza (Duane Street Entrance), New York City  
6<sup>th</sup> Floor Conference Center**

**(Photo ID Required. Bring a copy of this flyer with you.)**

**Free admission!**

## **Governmental agencies invited to participate include:**

- U. S. Army Corps of Engineers
- U. S. Department of Housing & Urban Development
- U.S. Small Business Administration
- SCORE
- U.S. Social Security Administration
- U. S. Environmental Protection Agency
- NY Empire State, Division of Minority & Women Business Development
- Dormitory Authority - State of New York
- NYC Department of Small Business Services
- NYC School Construction Authority
- Metropolitan Transit Authority
- LaGuardia Community College PTAC
- Long Island Development Corp. PTAC
- South Bronx Overall Economic Development Corp. (SOBRO) PTAC
- Pace University Small Business Development Center
- Manhattan Chamber Of Commerce



**Please register at:**



**[www.gsa.gov/r2smallbusiness](http://www.gsa.gov/r2smallbusiness)**

**If you have any questions, please email [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov) or call 212 264 8265.**

**This program is extended to the public on a nondiscriminatory basis.  
All small businesses in any type of industry are invited to attend.**



**U.S. General Services Administration**

## ***“How to Obtain a GSA Federal Supply Schedule Contract”***

**Wednesday: April 12, May 10, June 14**

**9am- 1pm (Please arrive at 8:30am to sign in)  
26 Federal Plaza (Duane Street Entrance), New York City  
6<sup>th</sup> Floor Conference, Center Room A  
(Photo ID Required. Bring a copy of this flyer with you.)**

**This in-depth workshop will cover the process of getting on the Federal Supply Schedule. It will explain how to access government solicitations, the most significant sections of an offer, how to submit an offer, and the evaluation and award process.**

***Free admission! Seating is limited, so register soon!  
Please be sure to review the “Frequently Asked Questions” document on the website below to ensure that this workshop is appropriate for your company!***



**Please register at:**



**[www.gsa.gov/r2smallbusiness](http://www.gsa.gov/r2smallbusiness)**

**If you have any questions about the workshop,  
please email [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov) or call 212-264-8265.**

**This program is extended to the public on a nondiscriminatory basis.  
All small businesses in any type of industry are invited to attend.**





## Frequently Asked Questions

**Q.** Can anyone help me complete the solicitation package to obtain a GSA Federal Supply Schedule contract?

**A.** Sure. There are many consultants out there who will prepare your offer for \$25,000, but why spend that amount of money, when free help is available? Procurement Technical Assistance Centers (PTACs) can provide bid preparation assistance, educate businesses on different vendor registrations and incentive programs, and offer one-on-one consulting services as well as training seminars and conferences to keep businesses educated on any new procurement topics. You can find a complete list of PTACs at [www.sellingtothegovernment.net](http://www.sellingtothegovernment.net). You can also call the Contracting Officer listed in the package if you have specific questions related to that package.


Also, we offer workshops and training seminars throughout the year in various locations in New York, New Jersey and the Caribbean. Please see the "Upcoming Events" listed previously.

**Q.** How long will it take me to get a GSA Federal Supply Schedule contract?

**A.** In many cases, the average time is 90 days. However, in some cases, due to the volume of offers received, it may take a bit longer to evaluate. This is generally true for the Information Technology schedule, where the contracting staff sometimes receives hundreds of offers every week!

**Q.** Do I need to maintain a certain level of sales once I have a GSA Federal Supply Schedule contract?

**A.** Yes, a lot of people don't know this, but you need to show at least \$25,000 in sales every year, or your contract may be cancelled. That's why it's so important to market yourself as much as possible to the Federal agencies that buy your supplies and/or services. Most regions have a Customer Service and Marketing Division that can offer assistance in your marketing efforts. The local regional point of contact is Judy Poskanzer, and she can be reached at (212) 264-0305.



Q. How do I know if the products/services my company provides are on a GSA Federal Supply Schedule?

A. Please contact the GSA SBUC at [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov) or 212-264-1234 for a listing of the Federal Supply Schedules, or please visit Schedules E-Library to obtain a listing and conduct a search of all the GSA Schedules Contracts at: [www.gsa.gov/elibrary](http://www.gsa.gov/elibrary)

Architecture & engineering, general construction, janitorial and some building services are not on the GSA Federal Supply Schedule.

Q. What if my company provides architecture & engineering, general construction, janitorial or a building service that is not on the GSA Federal Supply Schedule?

A. You can visit FedBizOpps ([www.fbo.gov](http://www.fbo.gov)), which is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community. You can register to receive solicitations under the vendor notification service.

Q. Is there any information that I can review to learn more about GSA?

A. Please visit the GSA website at <http://www.gsa.gov> since there is a wealth of information available online. You can download a copy of the *"Doing Business with GSA"* publication at the GSA Office of Small Business Utilization's (OSBU) website at <http://www.gsa.gov/smallbusiness>. Please also contact the GSA SBUC at 212-264-1234 or [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov) for additional information.



## Web Resources

***The Catalog of Federal Domestic Assistance (CFDA)*** gives you access to a database of all Federal Programs, available to State and local governments. Federally recognized Indian tribal governments; Territories (and possessions) of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals. After you find the program you want, contact the office that administers the program and find out how to apply. [www.cfda.gov](http://www.cfda.gov)

***FirstGov*** is an easy, one-stop access to all on-line Federal Government resources. FirstGov.gov, the official U.S. gateway to all government information, is the catalyst for a growing electronic government. The work transcends the traditional boundaries of government and the vision is global—connecting the world to all U.S. government information and services.

[www.firstgov.gov](http://www.firstgov.gov)

***FSS Center for Acquisition Excellence*** virtual campus is a web site with access to training, resources, and expertise from peers and other professionals. It is designed around the metaphor of a Campus Map, which links to buildings that house online functions you would normally find in a real building. Currently they are providing online Schedules training on “How to Become a Contractor-GSA Schedules Program”. [www.fsstraining.gsa.gov](http://www.fsstraining.gsa.gov)

***The Minority Business Development Agency (MBDA)*** is dedicated to becoming an entrepreneurially focused and innovative organization, committed to empowering minority business enterprises for the purpose of wealth creation. They provide access to markets, capital, assistance, training, and more. [www.mbda.gov](http://www.mbda.gov)

***The Office of Small Business Utilization (OSBU)*** nurtures entrepreneurial opportunities, opens doors to new business horizons, and enhances technological capabilities. OSBU advocates for small, minority, veteran, HUBZone, and women business owners. Its mission is to promote increased access to GSA’s nationwide procurement opportunities.

***The Small Business Administration (SBA)*** maintains and strengthens the nation's economy by aiding, counseling, assisting, and protecting the interests of small businesses and by helping families and businesses recover from national disasters. They also provide information to all categories of business such as financial consultation, training, and much more. [www.sba.gov](http://www.sba.gov)

***Veterans Administrations*** goal is to provide excellence in patient care, veteran’s benefits, customer satisfaction, and continue to offer their dedication and commitment to help veterans get the services they have earned. Through the 58 VA regional offices they provide many programs, such as, the Center for Women Veterans, the Veterans Benefits Administration, and Virtual Learning Centers. [www.va.gov](http://www.va.gov)





**Any questions?** Please contact the GSA SBUC by email at [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov) or by phone at 212-264-1234. We may include your question in one of our future newsletters.

**We are very interested** in hearing about your experiences with GSA and the extent to which you are satisfied with the services we provide. Please be sure to let us know if you are awarded a contract.

**P**lease send comments and suggestions about our newsletter by email, fax or mail.

Is there something you would like to see in future issues?  
We look forward to hearing from you!

Email: [R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov)  
Fax: 212-264-2760 ATTN: SBUC  
Mail: GSA Program Support & HR Division (2AR)  
Small Business Utilization Center  
26 Federal Plaza; Room 18-110  
New York, NY 10278



*If you would like to subscribe to our quarterly newsletter, please contact the GSA SBUC via email ([R2.SBUC@gsa.gov](mailto:R2.SBUC@gsa.gov)) or phone (212-264-1234.)*